

MEMORANDUM

DATE: October 7, 2005
TO: District Superintendents
High School Principals
Local Directors/Administrators Career and Technical Education
FROM: Milton D. Ericksen, Deputy Associate Superintendent and
State Director Career and Technical Education
SUBJECT: Notification of Intent for New Programs for School Year 2006-2007

Introduction:

The Career and Technical Education (CTE) Section has developed a *Notification of Intent* form for you to notify the CTE Section when you intend to implement a new CTE program. The CTE Section uses the Classification of Instruction Program (CIP) Codes to collect CTE enrollment. **A NEW CTE program is defined as any Level III program CIP code at any site not reporting enrollment and performance measures data under that CIP code during the previous year.** The form serves several purposes:

1. Under certain limited circumstances the Carl D. Perkins Act of 1998 allows districts to expend funds on **new** CTE programs. Please submit the attached *Notification of Intent* form for any new CTE program you intend to offer during the 2006-2007 school year (see bold definition above). Return the form by FAX or mail. Submission and approval of the form will allow the new CTE program to be considered for expenditures in the federal Basic Grant application.
2. Upon receipt of the *Notification of Intent* form, the assigned Program State Supervisor will contact you to verify receipt of the form, provide targeted technical assistance in assessing your needs and provide clearly identified expectations for new CTE programs.
3. In addition, the process will enable us to assign a "birth date" so we can easily identify programs that will require two years to produce CTE Concentrators. This allows the system internally to improve the validity and accuracy of your data.
4. In some cases, the Notification of Intent form alerts the CTE Management Information Systems that a new district may qualify for Perkins Basic Grants funds in the upcoming school year.

The following scenarios explain when a *Notification of Intent* form is necessary for a new program in the 2006-2007 school year:

Scenario #1

You are a new school district, planning to offer a new CTE program next year. You plan to begin the program by offering Level II competencies such as those identified for Business Management Technology or Information Technology;

Scenario #2

You submitted a *Notification of Intent* form for the current school year and only reported enrollment in a Level II course code at one site and you are planning to offer a Level III program CIP code for the first time as part of the program sequence of instruction in FY 2007 at the same site;

Scenario #3

You plan to implement a new comprehensive program (new CIP) next year including all program competencies;

Scenario #4

Your district offers several comprehensive CTE programs at one site and you are planning to add a new Level III program CIP code at the same site;

Scenario #5

Your district currently offers, for example CIP 52.0200 at one site, and you are planning to offer CIP 52.0200 at another site or at a new high school in 2006-2007;

Scenario #6

Your Notification of Intent form was “withdrawn” for the current school year and you intend to offer the program next year;

Scenario #7

Your district intends to expand your existing program by offering an **additional CTE program option or transitioning to a new CTE program option**. The competency lists for the various program options can be obtained from www.aztechprep.org. Your program teachers will receive specific program option updates and notices regarding professional development opportunities following the submission of the *Notification of Intent* form with the new program option information.

Determining Factors:

The Carl D. Perkins Act of 1998 provides guidance that all CTE programs must be of sufficient size, scope and quality to be effective. *CTE programs need to have large enough student enrollment to report Concentrators, Completers and Placements annually.* In 2001, sufficient size was defined in Arizona by the CTE Section in collaboration with the Accountability System Team as:

- Average program enrollment of five students per semester for high school site with ADM of less than 300 students or
- Average program enrollment of ten students per semester for high school sites with ADM of 300 or more students.

If your district currently has programs that have been unable to produce Concentrators, and Program Completers since FY 2004, do not submit a *Notification of Intent* form to begin a new program. Districts will be encouraged to use next year as a planning year if they have been unable to produce concentrators or completers for their existing programs.

CTE programs must be listed on the Arizona Department of Education 2007 CTE Program List to be considered for expenditures of state and federal funds. The 2007 CTE Program List with corresponding CIP codes is included in this mailing. Curriculum frameworks with required instructional competencies have been developed for each of the programs on the CTE Program

List. Competency lists and curriculum framework can be obtained from www.aztechprep.org or through the appropriate Program State Supervisor listed on page four.



All Industrial Manufacturing Programs CIP 15.0600 need to provide evidence of program readiness as outlined in the Industrial Manufacturing Program Pilot Rubric. Contact the ITE State Supervisor for a copy of the rubric.

Federal and state CTE funds are **supplemental** to district funds. Your district should support CTE programs with local district funds. By submitting a *Notification of Intent* form, the approved Level III program or Career Exploration CIP code will generate CTE state funding for 11th and 12th grade students during the 2007-2008 school year. 40th and 100th day enrollment data reported during the 2006-2007 school year is the basis for the 2007-2008 school year state funding. Based upon an approved federal Basic Grant application, you could receive federal Carl D. Perkins funds in the 2006-2007 school year.

Deadlines/Instructions:

The *Notification of Intent* form must be received at the CTE Section no later than April 1, 2006 for the 2006-2007 school year. Upon receipt of the form, the Program State Supervisor will contact you.

In some unique situations, a district may be unable to meet the April 1st deadline. A second stage *Notification of Intent* form is available to districts that already offer approved CTE programs. The following items are required along with the Notification of Intent form by September 15, 2006:

1. Rationale for the new program
2. Rationale for late submission
3. Copy of Level III or Career Preparation teacher certification or plan for submitting application
4. Accurate and verifiable fall enrollment for 2006-2007 school year
5. Career and Technical Student Organization implementation plan
6. Level II and Level III or Career Preparation course syllabus
7. List of Advisory Committee membership

The *Notification of Intent* form is available on the CTE web page at <http://www.ade.state.az.us/cte/WhatsNew/default.asp>. The instructions for completing the *Notification of Intent* form are listed below:

1. Complete one form for **each** program and new option for **each** site location, even if the district is already offering the program at another site.
2. Complete **all** blanks in the Program Information area and check the appropriate boxes. Include the Option information if appropriate.
3. State your planned course sequence with projected implementation date and projected enrollment. **All state-designated program competencies must be delivered (Levels I, II and III or Career Preparation).**
4. Record teacher information, if known. If not known at this time, indicate "To Be Determined".
5. Secure **all** required signatures in the signature section. If the teacher is unknown, the signature of a department head must be included.
6. The Superintendent's signature is required on the form.

7. Submit completed notification with original signatures to:

Ms. Helen Bootsma
Director, Career Pathways Team
Career and Technical Education Section
Arizona Department of Education
1535 W. Jefferson, Bin #42
Phoenix, AZ 85007

FAX 602-542-1849

This notification process will provide the CTE Section with valuable information to assess your needs and provide technical assistance. **The program area State Supervisor approves all new programs.** If you have any questions regarding developing new CTE programs, contact the appropriate Program State Supervisor for additional information.

Agricultural Education	Dennis Fiscus	602-542-5356
Business Education	Janet Gandy	602-542-5046
Education Professions	Jan Brite	602-542-4365
Family and Consumer Sciences Education	Vacant	602-542-5487
Health & Community Service Careers	Janice Bilan	602-542-3374
Industrial Technology Education	Joe Epperson	602-542-5423
Marketing, Media and IT Education	Shea Padilla	602-542-5049

Attachments

2006-2007 Notification of Intent Form
2007 CTE Program List